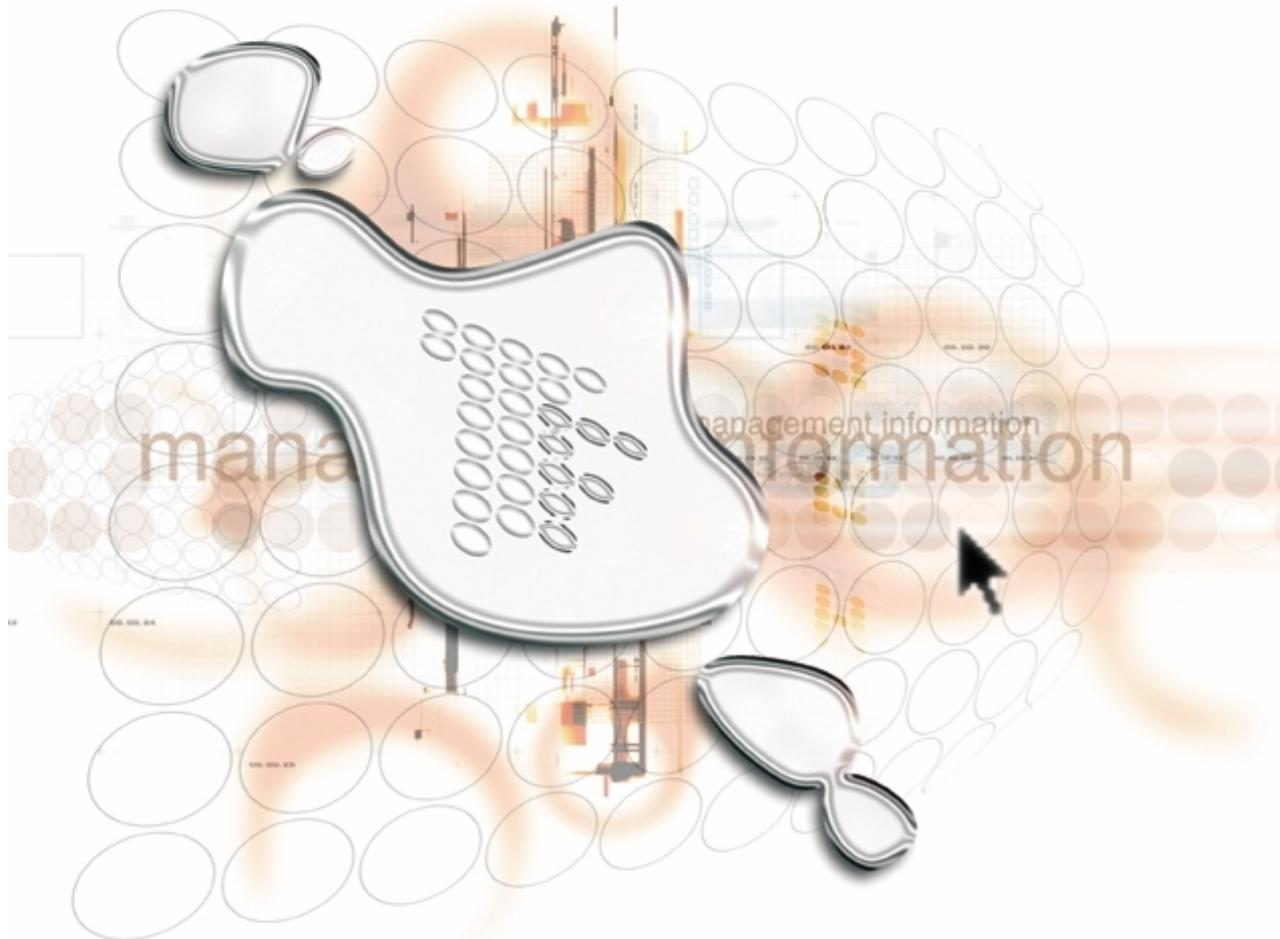


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Hazards User Manual v2.1.01



tf. facility

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1 tf. facility Background

tf. facility is a premises register that contains detailed information on entities such as sites, buildings, blocks and spaces. This data can be fully integrated with other modules such as Suitability, Sufficiency, DAA (Disability Access Audit) and Hazards, amongst others. There is also the capability to link documents and drawings, including linking CAD drawings to import data in to the system.

tf. facility enables you to easily manage the information entered, it provides full reporting and analysis, and automates and facilitates the tasks involved in managing a variety of establishments.

tf. facility has been developed to conform to DfES requirements and therefore a number of standard outputs have been developed which will streamline the production of electronic data exchange.

The system also makes extensive use of Microsoft products such as Word and Excel to output data quickly and easily. We therefore recommend that you ensure that these products are available on your system.

Some tasks are considered to be the responsibility of the System Administrator; these include the setting up of look-up data, and the managing of user permissions and system security.

2 Introduction to the Hazards Module

The **Hazards** module is designed to accommodate a collection of registers defined by a particular hazard. The most common use of our hazard register is for tracking and recording the presence of Asbestos Containing Materials (ACM's). This has been developed in conjunction with the recommendations of MDHS 100 (correct at time of print – 2002). Other hazard types can be set up by the systems administrator e.g. confined space, IT equipment. For the purposes of this manual we will use the asbestos register as an example and show example data from MDHS 100.

Before using the Hazards module it is a pre-requisite that you are familiar with the standard features of tf. facility. An outline of interface rules and system functions can be found under the **Introduction to tf. facility** section of the **Asset Management** Manual.

The module requires that the property register contain data so a hazard can be associated with a particular building or space. The module enables you to record, monitor and maintain hazards associated with properties or assets.

Hazard Surveys are performed at **Block** level. Any hazards detected or presumed are recorded during the survey. **Sample**, **Action**, **Risk Assessment** and **Inspection** details can be documented against a hazard. It is also possible to record instances of **No Hazards** found in a room or **No Access** to a room.

The hazard information is recorded and accessed via the main screen of tf. facility. The Hazards module can be found on the tree structure in the left hand pane of the screen. Figure 2.1 shows an example of the structure.

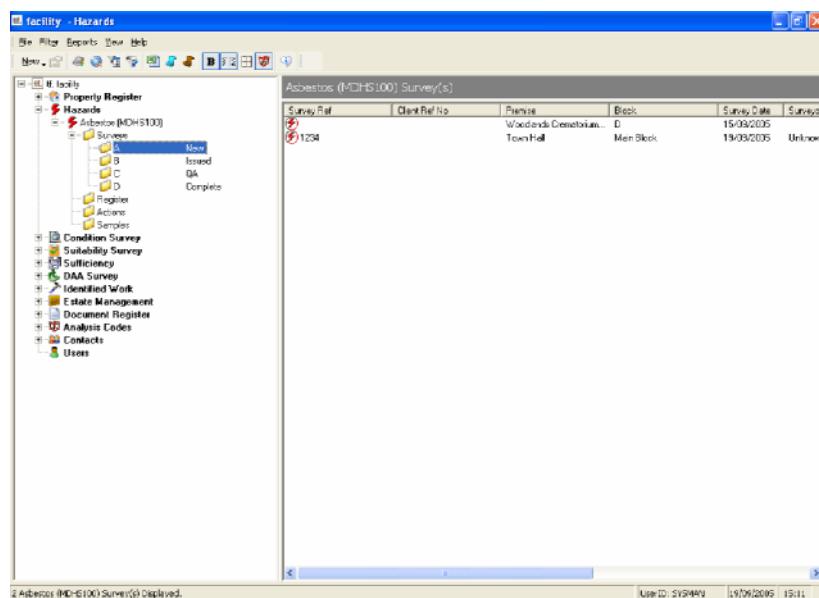


Figure 2.1

Each level of the tree can be accessed by the plus buttons to the left of the modules. The Hazards module on the tree may consist of one or more **Survey Types** (e.g. Asbestos, Confined Spaces).

The first level below the type is **Surveys**, where the main surveys are contained. Each status folder (**A – New**, **B – Issued**, **C – QA** and **D – Complete**) enables the management of the surveys. For example a Survey is created at the **A – New** status, then moved to **B – Issued** where the data collected is then entered. The survey can then be moved to **C – QA** if the survey is to be verified and to **D – Complete** when the survey data is complete. See section 3.6 for more details on moving the surveys between each status.

The **Register** folder on the tree structure contains a complete list of all the Hazards recorded against the Survey Type, while the **Actions** folder shows every Action recorded.



Hint

The first one hundred records are displayed on the list views (**Register** and **Actions** folders) in the right hand pane of the screen. When this is exceeded **More** and **All** buttons will be apparent at the top right of the pane. Use these buttons to view any additional records.

3 Hazard Surveys

3.1 Introduction

Hazard Surveys are performed at Block level. When created, a **Hazard Survey** form holds all survey details and hazard items recorded during the survey.

3.2 Creating a Hazard Survey

Select the **Hazard Type** by operating the plus button to the left of the **Hazard** module on the property Tree. Select the **Surveys** folder via the plus button for the hazard type (e.g. asbestos). Highlight the **A - New** status level, then with the mouse in the right pane, right click the mouse and select New from the context sensitive menu (see figure 3.2.1).

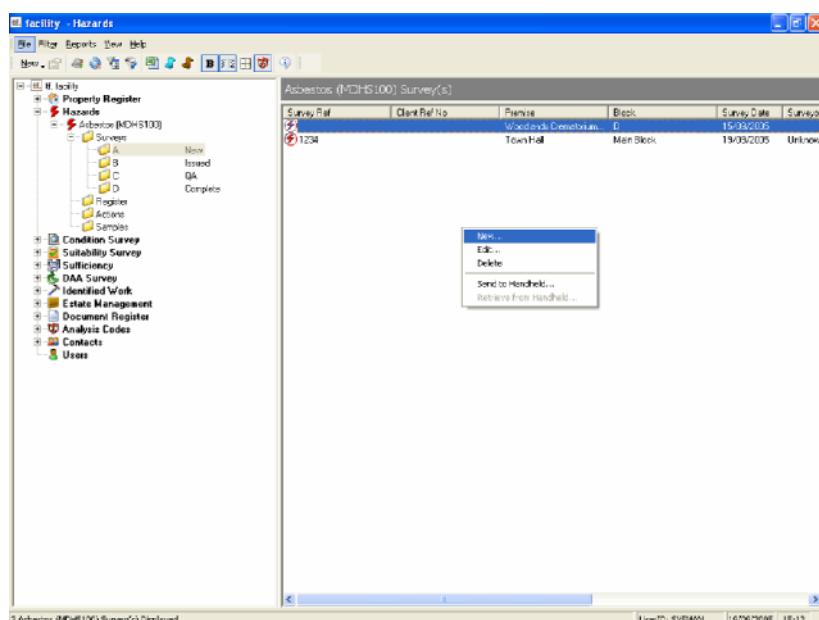


Figure 3.2.1

Using the plus buttons, select a **Block** from the tree on the **Select Block** form via the plus buttons and click **OK**. This will activate the **Hazard Survey** form (see figure 3.2.2).

Note: Use the **Search** field at the bottom of the form by entering your criteria and selecting the ellipsis button.

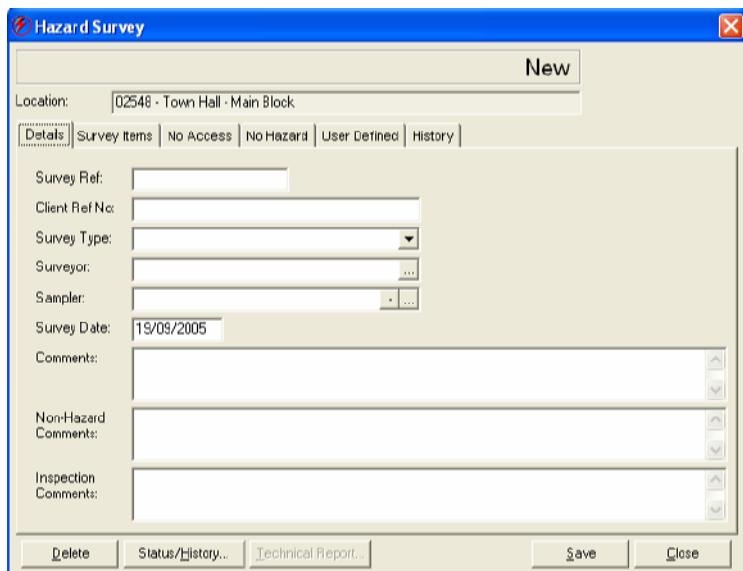


Figure 3.2.2

3.2.1 Details Tab

On the **Details** tab enter the **Survey Ref**. This field is auto-populated with **(NEW)** when a new hazard survey is created. Each survey must have a unique survey ref. and is a mandatory field. Enter a **Client Ref No** (this is optional). Choose a **Survey Type** from the drop-down list. This is also a mandatory field.

Select a **Surveyor** via the ellipsis button. This is a mandatory field. Select a **Sampler** if desired.

The **Survey Date** will be automatically populated with today's date. This can be changed to another date. Enter any notes in the **Comments**, **Non-Hazard Comments** or **Inspection Comments** text boxes.

3.2.2 Survey Items Tab

The **Survey Items** tab lists and hazards recorded against the surveys (see figure 3.2.3). Section 4 of this manual details how to do this.

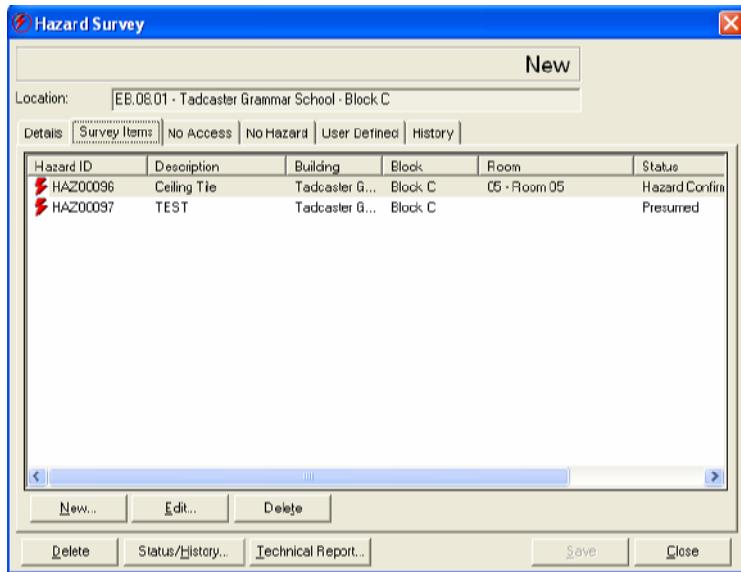


Figure 3.2.3

3.2.3 No Access Tab

Any rooms or sections of a room can be recorded and will be displayed on the **No Access** tab (figure 3.2.4). Section 5 of this manual gives more details.

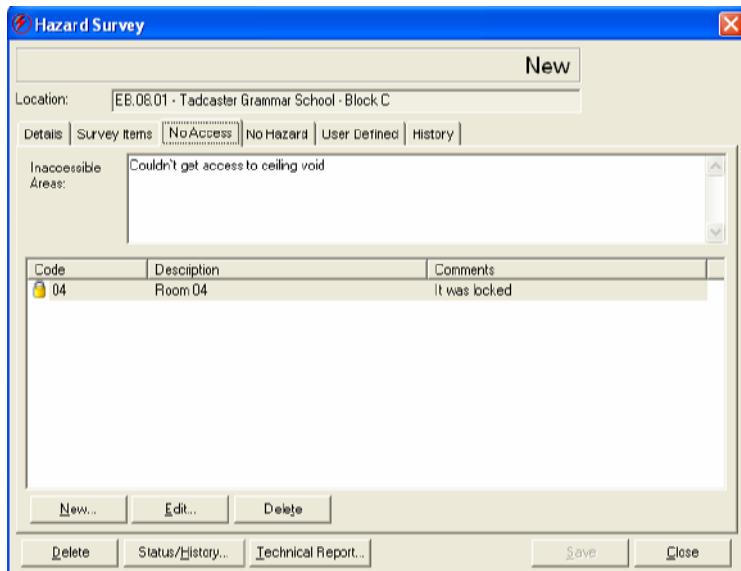


Figure 3.2.4

3.2.4 No Hazard Tab

Finally, the **No Hazard** tab (figure 3.2.5) lists any rooms where it is certain that a hazard does not exist (see section 6 for more details).

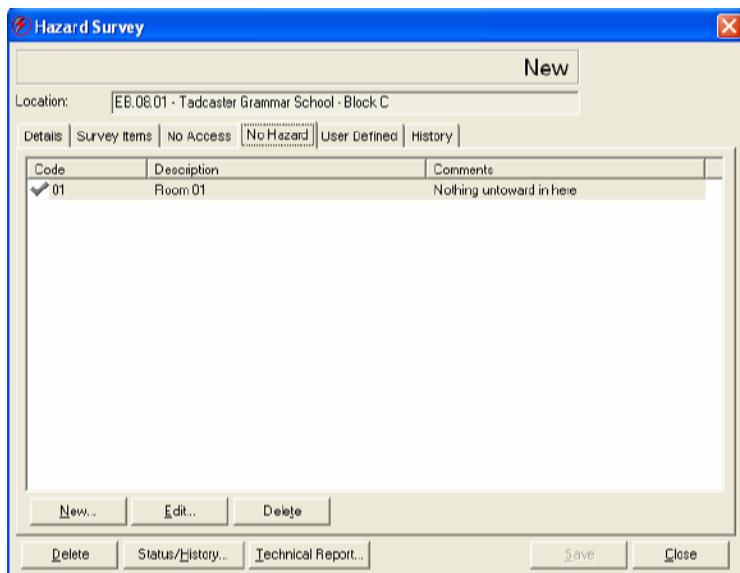


Figure 3.2.5

3.2.5 User Defined Tab

The **User Defined** tab is designed so that the system administrator can define fields. The options available for customising are look up fields (drop down menus), text fields and check boxes.

3.2.6 History Tab

The **History** tab (fig 3.2.6) records when the survey is amended. For example, when the date and time that the survey record was created. It also records when **No Access** or **No Hazard** records are added or removed and for which room. This enables rooms to be audited, e.g. if a room once had no access, but now a Hazard has been recorded against it, this will be detectable on the History tab.

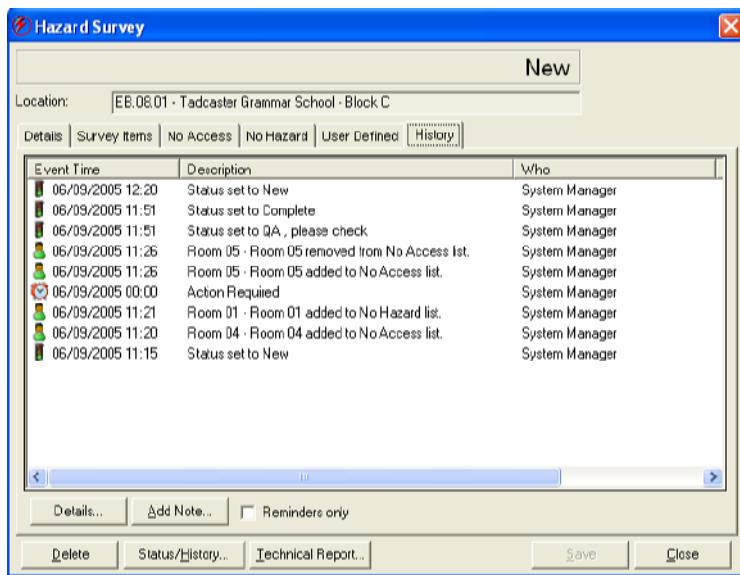


Figure 3.2.6

3.3 Creating Multiple Surveys

To create multiple surveys, select **New** to open the **Select Block** form (as explained in section 3.2). Use the plus buttons to expand the levels to see the blocks for the properties that the surveys are to be created for. Then while holding down the **Ctrl** key on the keyboard use the mouse to select each block.

Figure 3.3.1 shows an example of multi-selected blocks. Click **OK** to create the surveys. A message will confirm how many surveys have been created. All surveys created in a batch will have the Survey Ref. (**New**). However, these will need to be changed to a unique number once data is added to the survey.

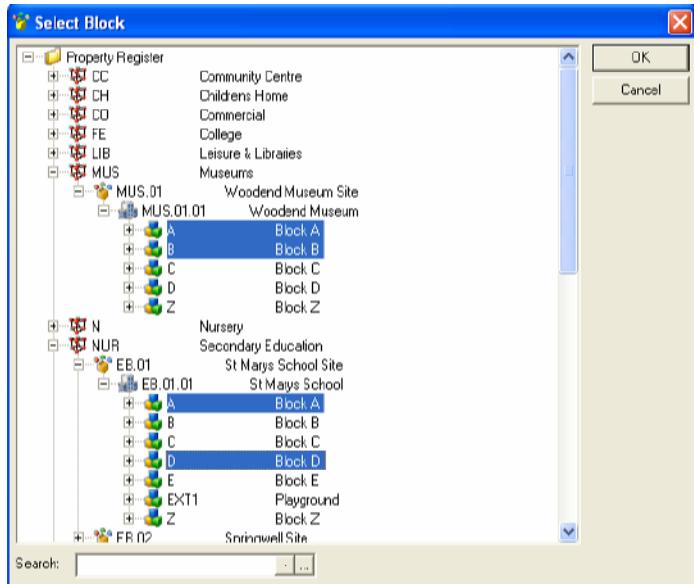


Figure 3.3.1

3.4 Technical Report

On the Hazard Survey form there is the facility to produce a technical report for all the Hazards recorded as part of the survey. To activate the report, select the Technical Report button at the bottom of the Hazard Survey form. This will produce the report. See sections 7.1 and 4.2 for more information on Technical Reports and linking picture files.

3.5 Editing a Hazard Survey

To edit a **Hazard Survey**, select the survey from the list view on the main tf. facility screen. Highlight the survey in the right pane, right click the mouse and select **Edit** from the context sensitive menu. This will open the **Hazard Survey** form.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

3.6 Deleting a Hazard Survey

To delete a **Hazard Survey**, select the item from the status on the list view. Right click the mouse and select **Delete** from the context sensitive menu.

Note: A **Hazard Survey** cannot be deleted until all the records attached to the survey have been deleted.

3.7 Changing a Surveys Status

Each status on the main tf. facility screen enables the surveys to be managed. To change the status of a Survey select the **Status/History** button at the bottom of the **Hazard Survey** form. This will activate the **Hazard Survey Status** form (figure 3.6.1). Use the drop-down menu on the **New Status** field to select the correct status and click **OK**. The survey will then appear under the correct status on the tree structure of the main tf. facility screen.

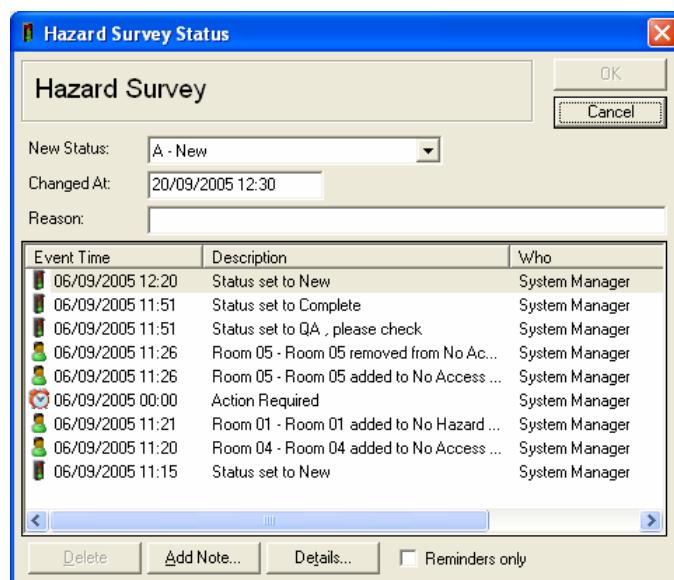


Figure 3.6.1

4 Hazards

4.1 Introduction

The **Hazard** form is used to record the details and location of any presumed or known ACM's in a block or room. The form also enables you to input and analyse associated sampling, identification, assessments and quality control checks.

Technical reports can also be created to present the results of the recorded hazard. The report uses the most current data from the form.

4.2 Adding a new Hazard

To add a hazard, select the **New** button on the **Survey Items** tab of the **Hazard Survey** form. This will activate the **Hazard Form** (figure 4.2.1).

Enter a **Description** if necessary. This field is an optional field.

Click on the **Save** button. This will generate a unique **Hazard ID** at the top left of the form. The number sequence is set up by the systems administrator.

Enter the **Position** of the hazard and an **ID** if desired and tick the **ID Label Attached** check box if necessary.

Figure 4.2.1

4.2.1 The Details Tab

Select a **Block** or a **Room** via the ellipsis on the **Location** field to identify the position of the Hazard. This is a mandatory field. The **Upper Location** will be automatically populated.

A **Plant** Item can be chosen if the hazard relates to a particular asset. The **Identified By** field will be automatically populated with the **Surveyor** inputted on the **Hazard Survey** form. This may be changed if necessary.

The **Identified Date** field will be populated by today's date, but may be changed. Select a **Material** and **Sub-Type** from the drop down menu and enter any notes in the **Comments** text box. These fields are optional.

4.2.2 The Documents Tab

A document e.g. a photograph can be linked to the hazard by clicking on the New Link button on the **Documents** tab. This will load the **Linked Documents** form (figure 4.2.2).

Figure 4.2.2

Enter a **Description** and select a **Document Type** from the drop down menu. These are mandatory fields. The **Document Date** field will be populated with today's date when the form is saved if a date is not entered.

All the fields on the **Details** and **User Defined** tabs are optional. To link a document search for the **Document Path** in the system via the ellipsis button. To view the document either double click on the document or press the View button.

When linking a document to a hazard it is possible to specify a default document. Highlight the correct document and click the **Set As Default** button. If the document is a picture file it will appear on any **Technical Reports** produced regarding the hazard. See section 7 of this manual for more on **Technical Reports**.

4.2.3 User Defined Tab

The **User Defined** tab is designed so that the system administrator can define fields. The options available for customising are look up fields (drop down menus), text fields and check boxes.

4.2.4 History Tab

The **History** tab provides an event log of the hazard, for example status changes and any notes associated with the hazard (see figure 4.2.3). To view all the information for an event, highlight the event and click the **Details** button. To enter any additional information click on the **Add Note** button. Enter the details in the text box and **Save** then **Close** the form.

The screenshot shows a Windows application window titled 'Hazard - Asbestos (MDHS100)'. The window has a title bar with the title and a close button. Below the title bar is a header bar with the hazard ID 'HAZ00098' and the status 'Presumed'. The main area contains several input fields: 'Description' (Thermal Insulation), 'Position' (Underside of Roof), 'ID' (1234), 'Risk Assessment' (Category: A, Risk: High, Range: 15 - 9999), and 'Last Updated' (20/09/2005). Below these fields is a checkbox for 'ID Label/Attached'. There is also a 'Next Inspection' field which is empty. At the bottom of the main area is a navigation bar with tabs: Details, Documents, Sample, Assessment, Actions, Inspections, User Defined, and History. The 'History' tab is selected, and a table below it shows a log of events:

Event Time	Description	Who
20/09/2005 12:33	Risk Assessment 'HAZ00098/001' Created	System Manager
20/09/2005 12:33	Status set to Presumed	System Manager
20/09/2005 12:33	Created	System Manager

At the bottom of the window are buttons for 'Details...', 'Add Note...', 'Reminders only', 'Delete', 'Status/History...', 'Technical Report...', 'Save', and 'Close'.

Figure 4.2.3

4.2.5 The Hazard Register

The **Register** folder on the main tf. facility screen (see figure 4.2.4) displays every hazard recorded against the **Survey Type**. On this list view, use the **Details** drop-down on the toolbar at the top of the screen to view additional columns. To sort by a particular column, click on the column header e.g. location.

facility - Hazards

File Filter Export New Tools Help

B F G D Cell List

More > All >

Asbestos (MDHS100) Hazard(s) record(s) 1 to 30

Hazard ID	Description	Status	Building	Block	Room
HAZ20067	Flooring	Strongly Presumed	Todmorden Grammar S.	Block A	A128 - Cen
HAZ20068	Ceiling Products	Hazard Not Detected	Todmorden Grammar S.	Block A	A8 - Rde
HAZ20069	Textiles	Permuted	Gateshead Secondary...	Block A	1 - Coder
HAZ20070	Paper	Hard Removed	St Marks School	Block A	A8 - Lynne I
HAZ20071	Plaster	Permuted	St Marks School	Block A	A15 - Junio
HAZ20073	Floor Products	Permuted	St Josephs Secondary...	Block A	A7 - Harkie
HAZ20074	Loose insulation	Permuted	Deans End Secondary...	Block A	3a - Dring
HAZ20075	Spayed Coatings	Permuted	St Michaels Secondary...	Block A	
HAZ20076	Spayed Coatings	Hazard Confirmed	Warrington Asset	Block A	97 - WEC
HAZ20077	New hazard item	Permuted	Nursery Asset	Block A	
HAZ20078	New hazard item	Permuted	Gloucester Secondary...	Block A	
HAZ20079	New hazard item	Permuted	Other Secondary S...	Block A	
HAZ20080	New hazard item for Egg2	Permuted	Birggs Secondary Sch	Block A	A10 - Brile
HAZ20081	New asbestos item	Permuted	Exmouth Bowling Pav.	Block A	A1 - Room
HAZ20082	Asbestos Mill	Permuted	Spagetti Secondary...	Block A	
HAZ20083	Description	Permuted	Five Lanes School	Block A	
HAZ20084	New hazard item	Permuted	St Marks School	Block A	
HAZ20085	Se	Strongly Presumed	St Marks School	Block A	A15 - Junio
HAZ20086	Description	Permuted	Field Head Secondary...	Block A	
HAZ20087	Description	Hazard Not Detected	Field Head Secondary...	Block A	
HAZ20088	Description	Permuted	Consett Asset	Block A	
HAZ20089	Hazard item here	Strongly Presumed	Bolton Secondary Sc...	Block A	
HAZ20090	New hazard item	Hazard Not Detected	Kelley Leisure Centre	Block A	
HAZ20091	New hazard item	Permuted	Wooler Museum	Block A	A3 - Congua
HAZ20092	New hazard item	Permuted	Mallard Lodge	Block A	1 - Tivoli
HAZ20093	Hazard item	Permuted	Pendle High School	Block A	A11 - Lordf
HAZ20094	Spayed Coatings	Permuted	Pendle High School	Block A	05 - Room 1
HAZ20095	Ceilings tiles	Hazard Confirmed	Todmorden Grammar S.	Block C	
HAZ20096	Ceilings tiles	Permuted	Todmorden Grammar S.	Block C	
HAZ20097	TEST	Permuted	Pendle High Schow	Block A	A13 - Cleare
HAZ20098	Thermal insulation	Permuted	Pendle High Schow	Block A	A16 - Cerdid
HAZ20099	ylj	Permuted			

30 Asbestos (MDHS100) Hazard(s) Displayed.

User ID: SYSP49V | 20/09/2005 12:39

Figure 4.2.4

4.2.6 Changing a Hazards Status

When a hazard is recorded the **Status** of the hazard will be automatically set to **Presumed** (shown at the top right of the **Hazard** form – see figure 4.2.1).

The **Status** can be changed by selecting the **Status/History** button. This will activate the **Hazard Status** form (figure 4.2.5). Change the status via the drop-down menu on the new status field. Click **OK** and the status at the top of the **Hazard** form will be updated.

The Status can also be changed automatically by selecting either **Hazard Confirmed** or **Hazard Not Detected** on the **Samples** tab (see section 4.3), or by confirming an **Asbestos Type** on a **Risk Assessment** (see section 4.4)

Event Time	Description	Who
20/09/2005 12:41	Status set to Presumed	System Manager
20/09/2005 12:41	Status set to Hazard Not Detected	System Manager
20/09/2005 12:41	Status set to Presumed	System Manager
06/09/2005 12:16	Status set to Hazard Confirmed	System Manager
06/09/2005 11:44	Action 'ACT00031' Created	System Manager
06/09/2005 11:43	Action 'ACT00030' Created	System Manager
06/09/2005 11:39	Status set to Presumed	System Manager
06/09/2005 11:38	Status set to Hazard Confirmed	System Manager
06/09/2005 11:32	Risk Assessment 'HAZ00096/001' Created	System Manager
06/09/2005 11:31	Sampled on 06/09/2005.	System Manager

Figure 4.2.5

4.2.7 Editing a Hazard

To edit a **Hazard**, highlight the hazard from the **Survey Items** tab on the **Hazard Survey** form. Select the **Edit** button. This will activate the **Hazard** form.

Alternatively, select the **Register** folder from the list view on the main tf. facility screen. This will list all the hazards that have been recorded. Highlight a **Hazard** from the right pane, right click the mouse and select **Edit** from the context sensitive menu.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

4.2.8 Deleting a Hazard

To delete a hazard, highlight the **Hazard** from the **Survey Items** tab on the **Hazard Survey** form. Select the **Delete** button. This will activate the **Hazard** form. A message will ask you to confirm your deletion.

Alternatively, select the item from the **Register** folder on the list view. Right click the mouse and select **Delete** from the context sensitive menu.

Note: Any records associated with the hazard, e.g. samples or inspections, will also be deleted.



Hint

A **Hazard** can also be added via the **Register** folder. This may be useful for recording independent hazards, when a survey is not required. Select the **Register** folder from the hazard type on the tree on the main screen. In the right pane, right click the mouse and select **new** from the context sensitive menu.

4.3 Samples

4.3.1 Introduction

A sample of the hazard can be collected and recorded on the **Sample** tab of the **Hazard** form. Each sample should be labelled and given an Identification number, which can also be inputted on the form. Once a sample has been taken, details of the analysis of the sample can also be recorded on the **Sample** form

4.3.2 Adding a Sample

To add sample details to a **Hazard** click on the **Sample** tab of the Hazard form (see figure 4.3.1)

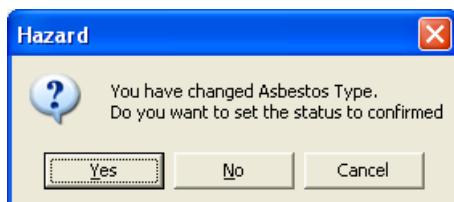
Figure 4.3.1

Select an option from the **Sample Required** drop-down (Yes, No, Taken). This is mandatory and is defaulted to No until it is amended.

Enter the **Sample ID**, **Origin of Sample** and **Sampled On** date if desired. The **Sampled By** field will be automatically populated only if a **Sampler** has been selected on the **Hazard Survey** form. If not, select a sampler via the ellipsis button to the right of the field. All these fields are optional.

Once a sample has been analysed the **Analysed On** date and **Analysed By** field can be selected. Again these fields are optional. Enter any details on the **Analysis** in the text box available.

An **Asbestos Type** can be selected from the drop-down menu. Once this has been selected the **Hazard Confirmed** checkbox will be available. By ticking the hazard as **Hazard Confirmed** or **Hazard not detected** this will automatically update the status of the **Hazard** item. The **Asbestos Type** field will also be automatically populated if an **Asbestos Type** has been recorded as part of the **Risk Assessment** (see section 4.4). If an **Asbestos Type** is entered and the **Hazard Confirmed** checkbox is not ticked a message will ask if the status should be updated once the Save button is pressed.



Once details have been added to the tab, Select the Save button

4.3.3 Samples Folder

This folder lists every sample recorded against every hazard (fig 4.3.2). Use the **Detail** drop-down menu on the toolbar at the top of the screen to view more columns. The samples can be edited from this folder (see below).

To sort by a particular column, click on the column header, e.g. Action ID.

Asbestos (MDHS100) Sample(s)						More >	
	Sample ID	Sample Date	Sampled By	Analyzed By	Sample Required	Building	
	4502	06/06/2005	JBA Property Services		Taken	Tadcaster Grammar Sch.	
	4503	07/1/2003			Taken	Tadcaster Grammar Sch.	
	4504	02/1/2003	Initial Customer Services	JBA Property Services	Taken	St Josephs Secondary...	
	4505	30/03/2004		Initial Customer Services	Taken	St Johns Secondary Sc...	
	4506	05/07/2004	Initial Customer Services	JBA Property Services	Yes	1234 - Oldham Seconda...	
	4507	17/06/2004		JBA Property Services	Yes	Kirkby Leisure Cent...	
	4508	29/1/2003	JBA Property Services	A Surveyor	Taken	1234 - Bolton Secondary...	
	4509	09/12/2004		External Surveyor pic	Taken	4567 - St Marks School	
	9 Asbestos (MDHS100) Sample(s) Displayed.						
	User ID: SYSTEM Date: 20/09/2005 13:49						

Figure 4.3.2

4.3.4 Editing a Sample

To edit a sample select the **Samples** tab from the **Hazard** form, amend the data and Save the form.

Alternatively, select the **Samples** folder from the list view. Highlight the action form the list in the right pane and select **Edit** from the context sensitive menu.

4.4 Risk Assessments

4.4.1 Introduction

Once a sample has been taken a **Risk Assessment** may be required to assess the degree of risk of the hazard. The **Material Assessment** section of the form allows you to identify the high-risk materials. And the **Priority Assessment** identifies the management priority, determined by the extent of the damage and the activities of the location.

4.4.2 Adding a Risk Assessment

Once a sample has been taken a risk assessment may be required. To add a risk assessment, select the **New** button on the **Risk Assessment** tab of the **Hazard** form. This will load the **Risk Assessment** form (figure 4.4.1).

The screenshot shows the 'Risk Assessment' dialog box. At the top, there are fields for 'Risk Assessment No.' (HAZ00098/001), 'Assessed On' (20/09/2005), 'Assessed By' (External Surveyors plc), and an 'Overall Assessment' table showing a score of 16, Category A, Risk: High, and Range: 15 - 9999. Below these are 'Comments' and 'Assessment' and 'Actions' tabs. The 'Assessment' tab is active, displaying two tables: 'Material Assessment' and 'Priority Assessment'. The 'Material Assessment' table has rows for Product Type, Extent of damage/deterioration, Surface Treatment, and Asbestos Type, with scores ranging from 2 to 3. The 'Priority Assessment' table has rows for Location, Extent, Use of Location, Occupancy of the area, and Likelihood/frequency of material, with scores ranging from 1 to 3. At the bottom are 'Delete', 'Save', and 'Close' buttons.

Figure 4.4.1

The **Risk Assessment No.** will be automatically populated but may be amended. This is a mandatory field.

Enter the **Assessed On** date, **Assessed By** and **Comments** fields if desired.

The Form must then be saved in order to activate the **Assessment** and **Actions** tabs. Complete the assessments as necessary. For each **Category** choose the related **Sub-Category** from the drop down menus, which are accessible by clicking the mouse in the **Sub-Category** field. This will automatically populate the **Risk** and **Score** fields. Each **Sub-Category** is an optional field.

If an **Asbestos Type** is selected as part of the **Risk Assessment** then it will be automatically populated on the Samples tab (see section 4.3).

The **Overall Assessment** field will be automatically populated and will be calculated from the **Material Assessment** or the **Material and Management** assessments combined. These options will be determined and set up by the systems administrator.

On the Risk Assessment form there is also the option to mark the form as complete by ticking the **Completed** check box. If ticked as complete, when the form is saved the message shown in figure 4.4.2 will be displayed.

Note: Once set to complete the **Risk Assessment** form cannot be edited.

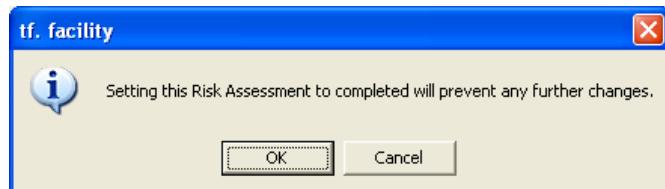


Figure 4.4.2

Any **Risk Assessments** will be displayed in a list on the **Assessment** tab of the **Hazard** form. The current assessment in the list will be in **Bold**. The tab will also display a summary of the current **Risk Assessment** (figure 4.4.3)

Category	Sub-Category	Risk
Product Type	02 - AIB, mill boards, other low density insulation boards	Medium
Extent of damage/deterioration	03 - Medium damage: significant breakage of material	Medium
Surface Treatment	02 - Enclosed sprays and lagging, AIB (with exposed)	Low
Asbestos Type	02 - Amphibole asbestos excluding Crocidolite	Medium
Location		
Extent	02 - < 10m² or 10m pipe run	Low
Use of Location	02 - Storage	Low
Occupancy of the area	03 - Maintenance	Medium

Assessment No	Assessed On	Assessed By	Comments
HAZ00098/002	20/09/2005	External Surveyors plc	
HAZ00098/001	20/09/2005	External Surveyors plc	

Figure 4.4.3

4.4.3 Adding Additional Assessments

Once an initial risk assessment has been recorded, further assessments may be required. Follow the instructions above for **Adding a Risk Assessment**. When the New button is selected the message shown in figure 4.4.4 will be displayed.

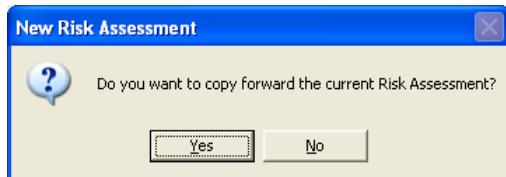


Figure 4.4.4

If **No** is chosen a blank assessment form will be displayed. Select **Yes** and a copy of the current risk assessment will be produced, which can be amended and saved as a new assessment. A new assessment will be automatically set to the current assessment, which will appear in bold on the list view of the **Assessment** tab (figure 4.4.3).

4.4.4 Setting a Current Risk Assessment

One or more risk assessments may be recorded against a hazard. To make a risk assessment the current assessment, select the **Assessment** tab on the **Hazard** form. Highlight the **Risk Assessment** from the list and select the **Set Current** button. The current risk assessment will be in bold on the list.

Note: *The last recorded assessment will be automatically set to the current risk assessment.*

4.4.5 Adding an Action to a Risk Assessment

An action can be added to a risk assessment by selecting the **Actions** tab on the **Risk Assessment** form (see figure 4.4.1). Section 4.5 of this manual explains how to do this.

Any actions recorded against a risk assessment will also be displayed on the **Actions** tab of the **Hazard** form (see figure 4.5.1).

4.4.6 Editing a Risk Assessment

To edit a risk assessment, select the **Risk Assessment** tab from the **Hazard** form. Highlight the risk assessment and select the **Edit** button. This will activate the **Risk Assessment** form.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

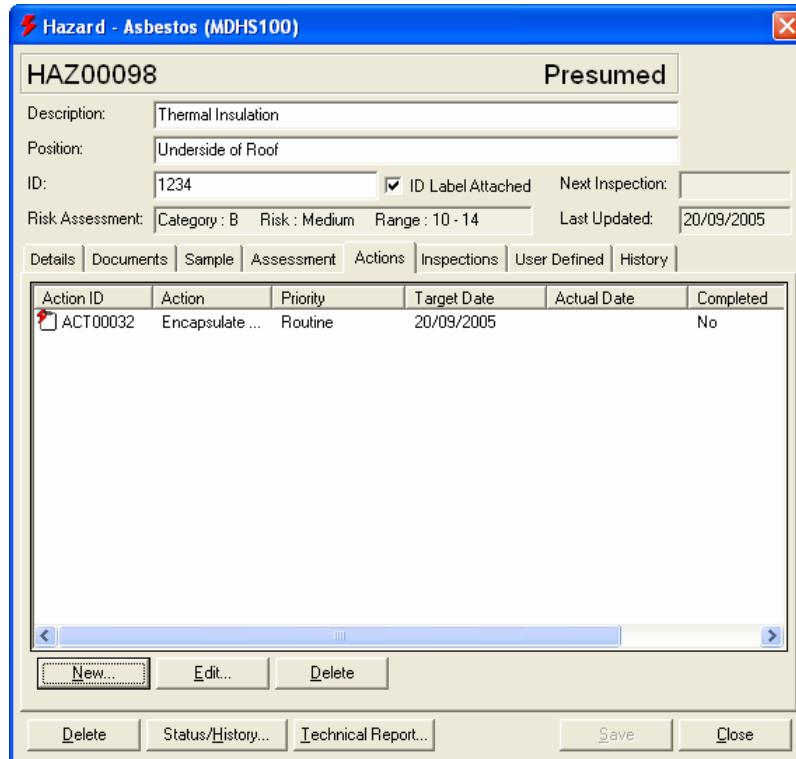
4.4.7 Deleting a Risk Assessment

Highlight the **Risk Assessment** from the list on the **Hazard** form. Select the **Delete** button and a message will ask you to confirm your deletion.

4.5 Actions

4.5.1 Introduction

Actions can be created as measures that can be taken to combat the hazard. An action may be added on the **Actions** tab of the **Risk Assessment** form or on the **Actions** tab of the **Hazards** form (figure 4.5.1).



The screenshot shows a software window titled 'Hazard - Asbestos (MDHS100)'. The main title bar has a red hazard icon. The window is for hazard HAZ00098, which is marked as 'Presumed'. The 'Actions' tab is selected. The 'Details' tab is visible but not selected. The 'Actions' table contains one row:

Action ID	Action	Priority	Target Date	Actual Date	Completed
ACT00032	Encapsulate ...	Routine	20/09/2005		No

At the bottom of the window, there are buttons for 'New...', 'Edit...', 'Delete', 'Delete', 'Status/History...', 'Technical Report...', 'Save', and 'Close'.

Figure 4.5.1

4.5.2 Adding an Action

To enter an action, select the **Action** tab on the **Hazard** form and click on the New button. This will load the **Hazard Action** form (see figure 4.5.2). The **Upper Location** and **Location** fields will be automatically populated. Select an **Action** from the drop down menu and enter the **Target Date**. These are both mandatory fields.

Figure 4.5.2

Complete the remaining fields if required: **Price Band**, **Cost**, **Priority**, **Responsible Party**, and **Action Owner**.

When the action has been carried out you have the option of ticking the **Completed** check box, entering the **Actual Date** of the completion and any additional **Comments**.

Operate the **Save** and **Close** buttons to exit the form. When the form is saved a unique **Action Id** will be automatically generated at the top of the **Action** form. The action will be displayed in the list on the **Actions** tab of the **Hazard** form and also on the **Actions** tab of the **Risk Assessment** form

Note: if an action goes beyond its target date for completion the record will appear red in the list view on the **Actions** tab and also on the list view of the **Actions** folder on the main tf. facility screen.

4.5.3 Actions Folder

An **Actions** folder is available on the main screen of tf. facility (see figure 4.5.3)

The screenshot shows the tf. facility software interface. The left pane is a navigation tree with various facility management modules. The right pane is titled 'Asbestos (MDHS100) Actions' and displays a list of actions. The columns in the list are Action ID, Action, Hazard ID, Building, Block, and Room. The list contains 23 entries, each detailing an asbestos-related action taken against a specific hazard ID (e.g., HAZ00047, HAZ00048, HAZ00070, etc.) across various buildings (e.g., Tadcaster Grammar School, St John's Secondary School, 457 St Hilda's School, etc.) and rooms (e.g., A12-B-Desks, A9-E-Desks, A8-Linen R, A15-Junior I, A7-Hockey, 3e-Dining I, etc.).

Action ID	Action	Hazard ID	Building	Block	Room
ACT001	Encapsulate (paint ...	HAZ00047	Tadcaster Grammar School	A-Block A	A12-B-Desks
ACT002	Encapsulate (paint ...	HAZ00048	St John's Secondary School	A-Block A	A9-E-Desks
ACT003	Review	HAZ00070	457 St Hilda's School	A-Block A	A8-Linen R
ACT004	Encapsulate (paint ...	HAZ00071	St Joseph's Secondary School	A-Block A	A15-Junior I
ACT005	Encapsulate (paint ...	HAZ00072	Downs End Secondary School	A-Block A	A7-Hockey
ACT006	Check up - debris	HAZ00074	St Michael's Secondary School	A-Block A	3e-Dining I
ACT007	Encapsulate (paint ...	HAZ00075	Munby Acre	A-Block A	
ACT008	Encapsulate (paint ...	HAZ00077	1234 Blubber Secondary ...	A-Block A	
ACT009	Encapsulate (paint ...	HAZ00078	1234 Olivine Secondary Sch	A-Block A	
ACT010	Encapsulate (paint ...	HAZ00079	1234 Regg Secondary Sch	A-Block A	
ACT011	Review	HAZ00080	457 St Hilda's School	A-Block A	A10-BM&E
ACT012	Review	HAZ00094	457 St Hilda's School	A-Block A	
ACT013	Enclose	HAZ00095	457 St Hilda's School	A-Block A	A15-Junior I
ACT014	Encapsulate (paint ...	HAZ00097	Field Head Secondary School	A-Block A	
ACT015	Sufficiency	HAZ00098	1234 Bolso Secondary School	A-Block A	
ACT016	DAA Survey	HAZ00099	Kidby Leisure Centre	A-Block A	
ACT017	Instructions	HAZ00100	Woodend Mews	A-Block A	A9-Complaints
ACT018	Finance	HAZ00102	Mission Lane	A-Ledes	1-Toilets
ACT019	Identified Work	HAZ00103	Parkland High School	A-Block A	A11-Lyndi
ACT020	Project Management	HAZ00105	Tadcaster Grammar School	C-Block C	05-Room 00
ACT021	Contract Register	HAZ00106	Tadcaster Grammar School	C-Block C	05-Room 00
ACT022	Asset Management	HAZ00107	Parkland High School	A-Block A	A13-Classroom
ACT023	Document Register	HAZ00108	Parkland High School	A-Block A	A13-Classroom
ACT024	Utility Register	HAZ00109			
ACT025	Analysis Codes	HAZ00110			
ACT026	Contacts	HAZ00111			
ACT027	Users	HAZ00112			

Figure 4.5.3

This folder lists every action recorded against every hazard. Use the **Detail** drop-down menu on the toolbar at the top of the screen to view more columns.

To sort by a particular column, click on the column header, e.g. Action ID.

4.5.4 Editing an Action

To edit an action select the **Actions** tab from the **Hazard** form. Highlight the action and select the **Edit** button. This will activate the **Hazard Action** form.

Alternatively, select the **Actions** folder from the list view. Highlight the action form the list in the right pane and select **Edit** from the context sensitive menu.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

4.5.5 Deleting an Action

To delete an action, highlight the action from the list on the **Actions** tab of the **Hazard** form. Select the **Delete** button and a message will ask you to confirm your deletion.

Alternatively, select the **Actions** folder from the list view. Highlight the action in the right pane, right click the mouse and select **Delete** from the context sensitive menu.

4.6 Inspections

4.6.1 Introduction

It is advisable that quality control checks are performed on work in progress at regular intervals. The software enables you to choose the frequency of the inspections and enables you to enter comments on each inspection. The inspections will be displayed in a list on the **Inspections** tab of the **Hazard** form, which will also display the date of when the next inspection is required.

4.6.2 Adding an Inspection

Click on the **Inspections** tab on the **Hazard** form to enter details of an inspection. Enter the number of times an inspection should take place in the **Frequency** field and select whether it should be **weekly**, **monthly** or **yearly**.

Operate the **Add** button and the **Hazard Inspection** form will be loaded (figure 4.6.1). Choose a **Surveyor** via the ellipsis button and enter the **Date** of the Inspection. These are mandatory field. Add any **Comments** if necessary.

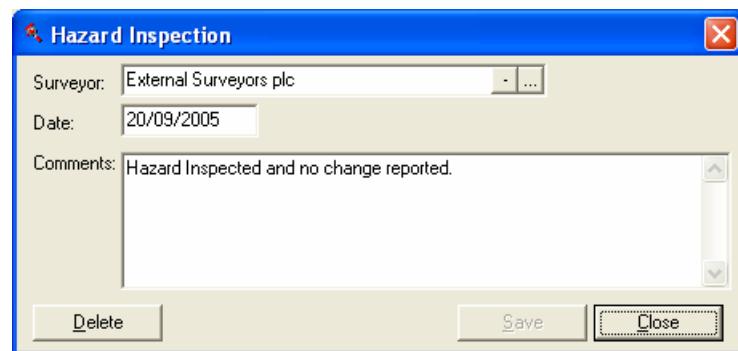


Figure 4.6.1

Click the **Save** and **Close** Buttons to exit the form and return to the **Inspections** tab. The inspection will be displayed in the list (see figure 4.6.2) and the date of the **Next Inspection** (based on the date of the inspection and the frequency) will be displayed in the top half of the **Hazard** form.

Note: if an Inspection date is overdue the hazard will appear red in the list view on the **Inspections** tab of the **Hazards** form.

Hazard - Asbestos (MDHS100)

HAZ00098 **Presumed**

Description: Thermal Insulation
Position: Underside of Roof
ID: 1234 ID Label Attached
Risk Assessment: Category : B Risk : Medium Range : 10 - 14
Next Inspection: 20/09/2005
Last Updated: 20/09/2005

Details | Documents | Sample | Assessment | Actions | **Inspections** | User Defined | History

Frequency: 1 Year(s)

Date	Surveyor	Comments
20/09/2005	External Surveyors plc	Hazard Inspected and no change reported.

New... | Edit... | Delete |

Delete | Status/History... | Technical Report... | Save | Close

Figure 4.6.2

4.6.3 Editing an Inspection

To edit an **Inspection**, select the **Inspections** tab from the **Hazard** form. Highlight the relevant Inspection and select the Edit button. This will activate the **Hazard Inspection** form.

When amendments to the data are made the Save button is enabled. Make the necessary changes to the form and operate the Save button. Close the form.

4.6.4 Deleting an Inspection

To delete an Inspection, highlight the inspection from the list on the **Inspections** tab of the **Hazard** form. Select the Delete button and a message will ask you to confirm your deletion.

5 No Access

5.1 Introduction

It may be useful to record rooms where access could not be gained. Rooms where access is prohibited can be added via the **No Access** tab on the **Hazard Survey** form, previously shown in figure 3.2.4.

5.2 Adding a No Access Record

On the **No Access** tab of the **Hazard Survey** form select the New button. This will activate the **No Access** form (figure 5.2.1)

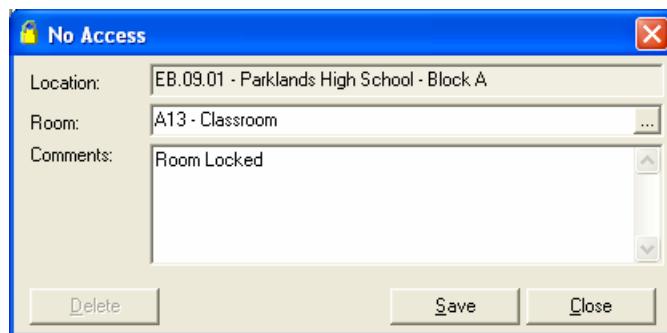


Figure 5.2.1

Select a **Room** via the ellipsis button to the right of the field. This is a mandatory field. Enter any **Comments** if necessary. Save then Close the form. The record will be displayed on the list on the **No Access** tab.

Enter any specific areas within rooms that were not accessible in the **Inaccessible Areas** text box on the **No Access** tab of the **Hazard Survey** form.

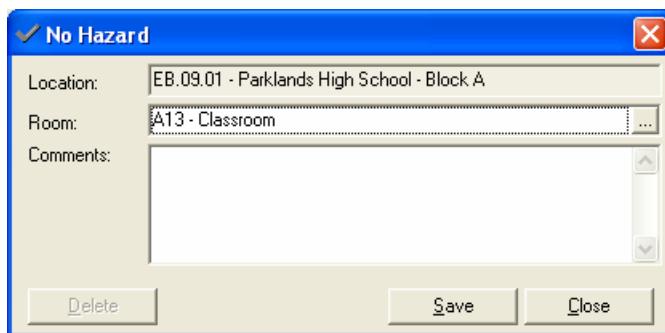
6 No Hazard

6.1 Introduction

If it is ascertained that a room does not contain any hazards (asbestos), the rooms can be recorded via the **No Hazard** tab on the **Hazard Survey** form, previously shown in figure 3.2.5.

6.2 Adding a No Access Record

On the **No Hazard** tab of the **Hazard Survey** form select the New button. This will activate the **No Hazard** form (figure 6.2.1)



The form window has a title bar 'No Hazard' with a checkmark icon and a close button. The main area has three fields: 'Location' (EB.09.01 - Parklands High School - Block A), 'Room' (A13 - Classroom with an ellipsis button), and 'Comments' (empty text area). At the bottom are 'Delete', 'Save', and 'Close' buttons.

Figure 6.2.1

Select a **Room** via the ellipsis button to the right of the field. This is a mandatory field. Enter any **Comments** if necessary. Save then Close the form. The record will be displayed on the list on the **No Hazard** tab of the **Hazard Survey** form.

7 Reports

7.1 Technical Reports

A technical report can be produced for all hazards with a sample recorded. The report shows the current sample details along with any **Analysis**, **Risk Assessment** (current only) or **Action** details that have been recorded. The report will also display a document (if it is a picture file) that is set as default for the hazard (see section 4.2 **Adding a New Hazard**).

To produce a report, highlight the hazard from the **Register** category of the **Hazards** module. Right click the mouse and select **Technical Report** from the context sensitive menu. You then have the option of printing or previewing the selection.

To produce a report of all hazards with a sample click on the **All** button of the **Register** category to display all the hazard records. Highlight the first record then hold down the shift key and scroll down and click the last record. All the records will be highlighted. Right click the mouse and select **Technical Report**. The resulting report will show all hazard records that have a sample recorded against them.

7.2 System Reports

There are a number of **System Reports** for the hazard module. These can be accessed in the usual way via the **Reports** menu on the toolbar or the **System Reports** icon on the toolbar.

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